

NAVSTA BREMERTON INSTRUCTION 3128.1A

From: Commanding Officer, Naval Station Bremerton

Subj: PIER SOPA REGULATIONS, WATERFRONT OPERATING PROCEDURES,
AND SHIP BERTHING AND SERVICE INFORMATION

Ref: (a) COMNAVSURFPACINST 5530.5 (series)
(b) SOPAPUGETSOUNDINST 5400.1 (series)
(c) CINPACFLTINST 4026.1
(d) OPNAVINST 5090.1 (series)

Encl: (1) NAVSTABREM Pier Inspection Checklist, NAVSTABREM
3128/2 (3-01)
(2) Prerequisite List for Petroleum Transfer Pier Side,
NAVSTABREM 3128/4 (3-01)
(3) Over Water Transfers of Petroleum Products
(4) Over Water Transfer of Oily Waste Water (Bilges)
(5) Guidance for Night Over Water Transfer of Petroleum
Products and/or Oily Waste Water
(6) General Crane Request Form
(7) Weekend Production Requirements Worksheet, NAVSTABREM
3128/1 (3-01)
(8) NAVSTABREM Fleet Support Customer Survey, NAVSTABREM
3128/3 (3-01)

1. **Purpose.** To provide Pier SOPA regulations, waterfront standard operating procedures, and general berthing and service information for homeported and visiting Naval vessels aboard Naval Station Bremerton.

2. **Cancellation.** NAVSTABREMINST 3128.1.

3. **Background.** The Homeport Office (Bldg. 515, Pier "C") is staffed by NAVSTA Bremerton and Puget Sound Naval Shipyard, Code 340. The Homeport Office acts as a liaison between the Shipyard and homeported ships. All ship hotel services, cranes, manlifts, etc. are arranged by the NAVSTA Bremerton Homeport Office. Enclosure (1) depicts the Port Operations and Homeport Office Organization.

4. **Pier Senior Officer Present Afloat (SOPA)**. The Pier SOPA function is automatically assigned to the senior U.S. ship or U.S. ship with the senior staff embarked at the pier. Pier SOPA is responsible for:

a. **Pier SOPA Shift**: Upon departure from port for an absence greater than 24 hours, Pier SOPA will pass responsibilities to the next senior officer at the pier. Upon departure of the last ship at the pier, this responsibility will be passed to Commanding Officer, Naval Station Bremerton.

b. **PIER Security**: Each Pier SOPA will ensure the Pier Sentry Watch is manned 24 hours a day, qualified per reference (a), and enforce pier access policies as outlined in reference (a).

NOTE: TWO PIER SENTRIES ARE REQUIRED ON PIER "C" WHEN BOTH GATES ARE OPEN. SECURING ACCESS ON ONE SIDE MUST BE CLOSELY COORDINATED WITH SECURITY AND THE FIRE DEPARTMENT. IF ONLY ONE PIER SENTRY IS STATIONED AND THE OPPOSITE ACCESS IS SECURED, THE SENTRY MUST BE ABLE TO GRANT IMMEDIATE ACCESS FOR EMERGENCY VEHICLES AND EMERGENCY EGRESS OF PERSONNEL ON BOTH SIDES OF THE PIER.

c. **Pier Parking**: Access to piers is authorized for the following vehicles in the performance of their duties:

- (1) Government vehicles
- (2) FISC delivery trucks
- (3) Refuse removal trucks
- (4) Vehicles with NAVSTA pier passes

Each Pier SOPA is responsible for ensuring that only vehicles authorized pier access are allowed on the pier. At no time will vehicles be parked in fire lanes, designated "no parking" zones, or in areas that will limit mobile crane/emergency vehicle access to the piers.

NOTE: NO PRIVATELY OWNED VEHICLES (POV'S) ARE PERMITTED SOUTH OF THE ELECTRICAL SUBSTATION ON PIER DELTA AND NO PRIVATE VEHICLES ARE AUTHORIZED TO PARK ON THE EAST OR WEST SIDE OF BUILDING 515 ON PIER CHARLIE.

Each ship is allowed the following number of vehicles parked on the pier (including government vehicles):

PIER	BERTH	MAXIMUM NUMBER OF VEHICLES PARKED ON PIER
Bravo	N/A	37
Charlie	East	12
Charlie	West	12
Delta	East	13
Delta	West	13

d. **Pier Cleanliness:** In general, Commanding Officers are responsible for the cleanliness of wharves, piers, camels and barges abreast their ships, work floats, ship's waste offload barges (SWOBs), sludge removal equipment, and other equipment and spaces used by their personnel.

(1) No material will remain on the pier in excess of 24 hours (crane dependent) without prior authorization from the Homeport Office. Material removed from the ship awaiting disposition will be identified with ship's name/point of contact (POC) and promptly removed from the pier. Under no circumstances will material staged for removal remain on the pier after ship departure without prior authorization from Homeport Office (crane dependent).

NOTE: MATERIAL DELIVERED TO THE SHIP OR EQUIPMENT AND MATERIAL STAGED FOR IMMEDIATE ON-LOAD OR REMOVAL ARE EXEMPT FROM THE IDENTIFICATION REQUIREMENTS LISTED ABOVE, BUT MUST BE ATTENDED AT ALL TIMES.

The pier SOPA is responsible for disposal/removal of unattended or unidentified material.

(2) Solid Waste Disposal. There are three types of waste receptacles on each pier: common trash, food waste, and cardboard. Each Pier SOPA is responsible for ensuring that all waste is segregated and placed in the proper container.

NOTE: SHIPS RETURNING FROM OUTSIDE THE CONTINENTAL U.S. ARE REQUIRED TO DISPOSE OF FOOD AND FOOD WASTE AS FEDERALLY QUARANTINED GARBAGE AND SHALL NOT DISPOSE OF FOOD AND FOOD WASTE IN NORMAL FOOD WASTE CONTAINERS.

(3) Refuse pickup is provided at the following times:

Regular Workday Dayshift	0900-1000
Regular Workday Swingshift	2100-2200
Weekend (Saturday)	1300

(4) Each Pier SOPA is responsible for ensuring the refuse removal truck has clear access to the dumpsters.

NOTE: DISPOSAL OF HAZADOUS MATERIAL IS NOT PERMITTED IN SOLID WASTE CONTAINERS

e. Colors: Each Pier SOPA is responsible for ensuring sunrise is observed and colors are executed on time. All ships will follow the lead of their SOPA in the execution of colors.

f. Pier Inspection: Naval Station Piers will be periodically inspected by the Homeport Office to verify pier security, parking, and cleanliness requirements are being met.

g. Fires and/or fire incidents shall be reported immediately by dialing 911.

h. Ambulance Services: Emergency ambulance service for military and civilian personnel is obtained at all times by dialing 911.

i. Dental Facilities Available: The Naval Dental Clinic occupies the second and third floors of Building 506. (Building 506 is located next door to Firehouse No. 503.)

(1) Emergency Dental Treatment is available at all times, telephone extension 476-2211.

j. Official Visitors:

(1) Commanding Officers of ships berthed at Naval Station Bremerton are requested to notify the Commanding Officer, Naval Station Bremerton, in advance, if possible, of scheduled and unscheduled visits by senior visitors. Notifications shall be made during normal working hours by calling the NAVSTA Public Affairs Office at 476-0444, and providing the following information:

(a) Name, rank or position, and organization of the visitor.

(b) Dates, times, and general purpose of the visit.

If an unscheduled visit occurs after normal working hours, the NAVSTA CDO will be notified (phone 476-0126, pager (360) 781-2144).

5. Operations

a. Logistic Requests (LOGREQs): Homeported ships will submit LOGREQs in accordance with reference (b). All ships are requested to add NAVAL STATION BREMERTON WA//00/01/315// as info addree on all LOGREQs.

b. Petroleum Products: Manchester Fuel Depot provides fuel and lube oil to ships by barge and truck. Arrangements are made directly with Manchester by calling (360) 476-2127.

c. Petroleum Product Transfers: The proper procedures for transferring petroleum products including oily wastewater are essential in the prevention of pollution to the waters of Puget Sound and require vigilance on the part of all organizations involved. All transfers of petroleum products over water require an Operation Risk Mitigation pre-transfer meeting with representatives from the ship, Homeport Office, and facility delivering product. The NAVSTA Bremerton Petroleum Transfer check-off sheet, enclosure (2), will be completed prior to transferring fuel.

(1) Specific guidance for Petroleum Product Transfers including oily wastewater is contained in enclosures as follows:

(a) Enclosure (3), Over Water Transfers of Petroleum Products;

(b) Enclosure (4), Over Water Transfers of Oily Waste Water; and

(c) Enclosure (5), Guidance for Night Over Water Transfer of Petroleum Products and/or Oily Wastewater.

(2) Internal transfers of petroleum products, (i.e. pumping of service tanks for boilers, emergency diesels, helo service tanks) pose as great a risk for a spill as other petroleum transfers and require similar detailed procedures.

d. Oil Spill Response: In the event of a spill, every effort must be made to isolate and contain the source of oils or hazardous substance. Each ship is required to have a Spill Contingency Plan (SCP) that contains procedures for reporting, containment and control, of spills. Information for SCPs is contained in reference (c). Shops 90/106 will investigate all

spills, determine if the spill is reportable and if additional outside assistance is required.

NOTE: ANY OIL WHICH REACHES THE WATER MUST BE IMMEDIATELY REPORTED, (REGARDLESS OF AMOUNT SPILLED) TO NESCOM AT 911. REPORTING REQUIREMENTS ARE LISTED IN REFERENCE (d).

e. Divers: Ships conducting diving operations are responsible to notify the Port Services Office (476-3467). Ships conducting diving operations must also ensure that all other ships are aware of the diving operations and that they have taken necessary precautions to prevent harm to the divers. Ships conducting diving operations will fly CODE ALPHA during dive operations. The Port Services Office will notify the Homeport Office and make all other required notifications.

f. Sonar: Ships will notify the Port Services Office (476-3467 or Homeport Office (476-3543), at least 24 hours prior to conducting any active sonar testing. Sonar testing may only be conducted between 0700 and 2200.

g. Radar: The local Bremerton area is susceptible to electromagnetic interference from AS/SPS-40, AN/SPS-48, AN/SPS-49, and MK-32 TAS radar. Prior to radiating any of these radars, ships must contact the Homeport Office and Port Services Office at 476-3467.

h. Ammunition Handling: Naval Station Bremerton is not certified to handle ammunition on the piers. The handling and stowage of ammunition and explosives within the Puget Sound area will be conducted in accordance with reference (b).

i. Line Handlers: The Port Services Office makes line handler assignments based on ships in-port locations and past assignments. Ships in port NAVSTA Bremerton or PSNS may be called upon to provide line handlers for USN/USCG ship at both Manchester fuel depot and NAVMAG Indian Island. Line handlers are required to be on station 60 minutes prior to ship arrival. A knowledgeable supervisor (E-5/6), clean working uniforms, hard-hats, and personal flotation devices are required.

j. Helicopter Operations: Helicopter operations at Naval Station Bremerton are approved by the Commanding Officer, NAVSTA Bremerton, and will generally be approved for emergency use only. If a ship needs to conduct helicopter operations, notify the Homeport Office.

k. Special Events: The Homeport Office is prepared to assist ships in the planning, preparation, and execution of military events to include: Change of Command Ceremonies, Retirements, Homecomings/Farewells, Commissioning, Decommissioning, etc.

6. Pier Services. NAVSTA Bremerton can provide a wide range of services such as electrical power, service steam, potable water, de-mineralized water, phone service, brows, cable television, waste oil collection systems, and Collection, Holding and Transfer (CHT), to name the most common. Ship services will be arranged and coordinated by the Homeport Office.

a. Crane Services: Routine crane and rigging services are provided upon ship's arrival. Ships requiring additional crane and rigging services not incident to their berthing must arrange for these services through the Homeport Office at 476-3543. Crane Service must be requested 48 hours in advance and include the information specified in enclosure (6).

b. Utility and Crane services are available during the following:

- (1) *Departures: 0830-1600 Monday-Friday
- (2) *Arrivals: 0730-1500 Monday-Friday
- (3) Oily Water Removal: 0800-1600 Monday-Friday
- (4) General Crane Services: 0800-1600 Monday-Friday

***NOTE: ARRIVALS AND DEPARTURES REQUESTED OUTSIDE NORMAL WORKING HOURS REQUIRE OPERATIONAL NECESSITY CERTIFICATION BY THE COGNIZANT GROUP COMMANDER AND APPROVAL BY COMMANDING OFFICER, NAVSTA BREMERTON. (REF: COMNAVBASE SEATTLE 2507000Z JAN 99)**

c. Emergency requests for Monday-Friday after hours, weekends, and holidays are made through the Naval Station CDO at 476-0126.

d. Hotel Services: Contact the Homeport Office for assistance at 476-3543/3545/3548.

(1) Only the Temporary Service Shops 90 and 99 will be allowed to connect, disconnect, re-route, or modify the hotel connections pier side. The shipyard may assist with connections on the ship at ship's force request. Arrangements for the connection or disconnection of hotel services for scheduled

arrivals and departures will normally be coordinated through the Homeport Office, or on weekends, holidays, and after normal business hours via the Port Services Office or the Command Duty Officer.

(2) Arrangements to pump bilge water are made through the Homeport Office. Bilge water cannot be pumped into the base system if it contains AFFFF or other hazardous solvents. Contact the Homeport office if bilge water is contaminated. After hours pumping requires NAVSTA CDO approval.

e. Refuse Removal Services: Regularly scheduled refuse pickups are made (Mon-Sat). If dumpsters require additional service, contact Public Works at 476-3567.

(1) A recycling container for corrugated cardboard is available on the pier.

(2) For hazardous material disposal, contact the Shipyard, Code 910HZ, at 476-7777 for instructions.

NOTE: DO NOT OFFLOAD ANY HAZARDOUS MATERIAL TO THE PIER WITHOUT FIRST CONTACTING CODE 910HZ AT 476-7777.

(3) Excess wooden pallets should be neatly stacked in the designated area on the pier for removal. Pallets will be removed daily by Defense Logistic Agency (DLA).

f. Weekend production requirements: Notify the Homeport Office of any weekend service requirements (e.g. cranes, demineralized feed water, etc.) using enclosure (7) by 1300 on Thursdays. This will allow adequate time to ensure the proper equipment and technicians are available.

7. Security. Naval Station Security will:

a. Issue pier passes to ship's parking coordinator/Senior Watch Officer.

b. Ticket/tow any vehicle parked on the piers not in an authorized space.

8. Customer Satisfaction. Enclosure (8) is provided in an attempt to continually improve service to the fleet. If you have any comments/concerns, please fill out a customer survey form and return to the Homeport Office at Pier "C".

9. Emergency/Frequently used telephone numbers.

NAVSTA OOD (24 Hrs).....	476-0126
NAVSTA CDO.....Beeper.....	(360)781-2144
Homeport Office.....	476-3543/45/48
Port Operations Office.....	476-3467/3468
Emergency (Police, Fire, Ambulance).....	911
Oil Spill.....	911
Naval Criminal Investigative Service.....	476-3650
Manchester Fuel Depot.....	476-2145/2127
Ship's Information.....	476-4189
Taxi, On Base.....	476-3566
NESCOM (non-emergency).....	476-3393
Public Works Trouble Desk.....	476-3567

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DISTRIBUTION:
NAVSTABREMINST 5216.1A
List I, II, III